

I. INTRODUCTION

This position is located in an Area Office of the Veterinary Services (VS) program. The incumbent serves as an Administrative Support Assistant with responsibility for supervising, performing, and coordinating a variety of support work in the areas of budget and fiscal, procurement and supply, property, personnel, data processing, and program record keeping.

II. DUTIES

A. Budget and Fiscal:

1. Advises and assists the Area Veterinarian in Charge (AVIC) in developing workload forecasts using the Workload Based Budgeting System (WBBS). Provides technical support on procedural matters and completes required documents for submission to the Regional Office. Analyzes historical data and collects information to determine the annual fiscal needs of the Area for use in developing operating budgets. Monitors and analyzes WBBS accomplishment reports and advises the AVIC of the results of the analysis to use in managing the Area's resources and programs.
2. Assists the Regional Office in tracking financial expenditures. Analyzes accounting data and prepares accounting and fiscal reports (e.g., add-on lists, period-end estimates, operating plans) for the Area.
3. Maintains control systems for miscellaneous payment documents such as fee basis, MCI blood collection contracts, indemnity claims, cooperative agreements, etc., and ensures that related documents are correctly prepared and processed in a timely manner.
4. Assists the AVIC in carrying out delegated responsibilities and authorities associated with cooperative agreements by analyzing work plan proposals and documents submitted by the cooperator to request payment.
5. Assures that travel authorizations are issued in accordance with Agency policy and that events requiring travel that meet certain criteria become a part of the quarterly travel plan. Reviews travel vouchers to determine if travel was authorized/approved before submitting to the AVIC for signature.

B. Procurement and Property

1. Procures supplies, equipment, and services by preparing and submitting requisitions to the appropriate office for processing, and through blanket purchase order agreements, bank credit cards, over the counter purchase orders, etc. Maintains a procurement tracking system for the

Area and follows up on orders. Checks incoming orders for damage and ensures that receipt copies of purchase orders are submitted in a timely manner to the proper office. Follows up on invoices and other payment documents. Coordinates the development of contract specifications for goods and services procured for the Area through contract arrangements.

2. Coordinates orders for program supplies, equipment, and materials with the National Logistic Center (NLC). Follows up with the NLC regarding back orders, missing shipments, etc.
3. Develops annual acquisition, construction, and vehicle procurement plans for the Area.
4. Maintains an inventory of property assigned to the Area, including computer hardware and software. Ensures that transfers, disposals, and other property transactions are properly handled.
5. Ensures that vehicle reports are submitted in accordance with established guidelines.

C. Personnel

1. Assists the AVIC with local recruitment.
2. Initiates all SF-52s, Personnel Requests, required for the Area in accordance with established procedures, ensuring that the appropriate documents are prepared and forwarded. Writes, or coordinates the development of, position descriptions for Area jobs.
3. Provides assistance to the AVIC by initiating a variety of personnel forms and documents required for incentive awards, training, accident reports, Office of Workers Compensation claims, individual development plans, health monitoring, etc. Maintains a control and follow-up system for these documents.
4. Prepares routine personnel reports, such as the monthly personnel summary, quarterly EEO report, and time and attendance reports.
5. Serves as the liaison on personnel matters with the servicing personnel office and the Regional office.
6. Completes employee orientation with new employees, assisting in the preparation of required forms and with the understanding of program and Area administrative policies.

D. Miscellaneous

1. Responsible for the Records Management and Mail Management Programs for the Area.
2. Analyzes a variety of administrative reports and records and provides AVIC with results to assist in assessing needs and managing the work and resources.

3. Prepares or directs the coordination of a wide variety of program reports, which requires compilation of a large volume of statistical data relating to animal health, either through manual or computer processes. Ensures that the reports are accurate and that timely distributions are made.
4. Enters and retrieves information from a variety of computer systems and helps other employees in the Area use these systems. Serves as system administrator and security officer for computer systems and applications that are used within the Area.
5. The incumbent exercises technical supervision over all clerical employees performing office services and program services functions in the Area office. This includes training personnel assigned to these positions.

FACTORS

Factor 1 - Knowledge Required by the Position

General knowledge and understanding of the mission and functions of the Area and the Agency.

Broad knowledge and understanding of the administrative functions (e.g., budget, procurement, personnel, administrative services, record keeping, information resources management) and the ability to interpret policies and guidelines pertaining to those areas.

Working knowledge of the Agency's workload and budget planning processes (WBBS).

Working knowledge of the Agency's accounting procedures and policies to accomplish required review and reporting.

Working knowledge of the Agency's personnel operating procedures to enable completion of personnel forms and documents, reporting, and hiring within delegated authority. A general knowledge of personnel regulations and policies.

Working knowledge of travel regulations.

Knowledge of administrative policies and guidelines pertaining to property and inventory control, space, mail management, records management, vehicle fleet management, etc.

The ability to find solutions to complex problems that involve administrative systems and impact program operations and develop solutions to those problems.

Working knowledge of Federal and Agency procurement policies and procedures.

Working knowledge of the Agency's Time and Attendance Reporting System.

Knowledge of data collection, analysis processes, and computer technology and practical applications.

Factor 2 - Supervisory Controls

The incumbent works under the general supervision of the AVIC, but works independently, receiving only a general understanding of expected outcomes from the supervisor. Draws upon knowledge and experiences to resolve difficult situations with occasional assistance from the supervisor or administrative specialists assigned to other organizational entities. Work is reviewed for technical accuracy, soundness of judgment, and adherence to requirements and objectives.

Factor 3 - Guidelines

Guidelines are provided in Agency memoranda, directives, manuals, etc. Guidelines are also available in the form of precedents established by the Agency. Guidance for new or unusual situations will be provided by the AVIC and/or from the Regional Office. The incumbent must use good judgment in deciding between alternatives, interpreting procedures and guidelines, and applying available guidelines to a specific duty.

Factor 4 - Complexity

The incumbent performs a full range of Area administrative duties requiring an extensive knowledge of administrative policies and procedures and VS program requirements. The incumbent must ensure that the various policies and procedures pertaining to budget and fiscal, personnel, procurement, etc., are applied. The incumbent must be able to identify areas where infractions of policies and procedures exist, when to deal with these infractions, or whether to refer such matters to the supervisor or others.

The incumbent exercises considerable latitude in handling the day to day administrative activities of the Area. Often, the duties are performed within short time frames and priorities must be readjusted to meet changes in demands and/or changes in procedural requirements.

Factor 5 - Scope and Effect

The purpose of the position is to provide administrative support for the field office and to provide assistance to the AVIC. Accomplishment of the duties and responsibilities contributes to the overall efficiency of the Area and assures compliance with administrative and program procedures and guidelines.

The budget work performed by the incumbent contributes to the accuracy, timeliness, and acceptability of annual work plans and budgets for the Area. Accurate completion of financial reports and documents heavily influences the accuracy of status of funds reports for the Area, Region, and Veterinary Services. Without the administrative services provided by this position, the abilities of the AVIC to effectively carry out program, administrative, and managerial responsibilities would be impaired.

Factor 6 - Personal Contacts

Personal contacts are with Area and Regional managers, Area employees, State cooperators, administrative specialists assigned to other organizations, National Finance Center, Field Servicing Office, vendors, and the general public.

Factor 7 - Purpose of Contacts

The purpose of the contacts is to exchange and disseminate information and to provide or receive advice. Contacts are also made to detect and correct problems. In making these contacts, the incumbent may be required to resolve controversial issues or negotiate compromise solutions.

Factor 8 - Physical Demands

The work is primarily sedentary, requiring a minimum of standing and walking.

Factor 9 - Work Environment

Work is performed in an office setting.